

**WORKING DOCUMENT**

BETWEEN  
THE FLORIDA STATE UNIVERSITY BOARD OF TRUSTEES  
AND  
THE UNITED FACULTY OF FLORIDA – FACULTY UNIT

Non-Tenure-Track Faculty Reclassifications

WHEREAS, the Florida State University Board of Trustees (“Board”) recognizes the United Faculty of Florida (UFF) as the exclusive representative for the bargaining unit certified by the Public Employees Relations Commission in Case Number EL-2003-038 (October 24, 2003) and reflected in Certification Order Number 1438, known as the General Faculty bargaining unit; and

WHEREAS, the Board and the UFF seek to improve the system for classification of non-tenure-earning faculty members; and

WHEREAS this reclassification project will involve the creation of new employee classifications with teaching and/or research responsibilities, the suspension or elimination of other employee classifications, and the reclassifications of some employees from positions in the General Faculty bargaining unit to positions outside that unit, and *vice versa*; and

WHEREAS the Board and the UFF have agreed previously on general procedures to be followed regarding reclassifications of existing individual employees in the bargaining unit; and

WHEREAS the Board and the UFF have agreed previously that the Board may create new position classifications with job duties including the creation, dissemination, or presentation of knowledge only after negotiations with the UFF to determine the nature and necessity of the new position classification, and whether it will be designated within or outside the bargaining unit, and that all new position classifications with job duties including a substantial teaching or research component shall be designated within the bargaining unit; and

WHEREAS, the Florida Public Employees Relations Commission (PERC) holds the authority to determine whether employee classifications belong in the existing General Faculty bargaining unit;

NOW, THEREFORE, the Board and the UFF agree to the following:

1. The Board and the UFF shall jointly petition PERC to approve the following changes to the composition of the General Faculty bargaining unit.

a. Addition of the following new classifications, more fully described in Attachments A through E: Teaching Faculty I, II, and III; Instructional Specialist I, II, and III, Research Faculty I, II, and III; Assistant In Research, Associate In Research, Research Associate; and Childcare Specialist.

b. Addition of those Department Chairs (Administrative Code C1) who are not yet already included in the General Faculty bargaining unit, except in the Colleges of Law and the College of Medicine.

1 c. Deletion of the following classifications, which will no longer be used by the  
2 University: Instructor; Lecturer; Graduate Research Professor; Distinguished Research Professor;  
3 Coordinator; Program Director; Counselor/Advisor; Staff Physicist.

4 d. Changes in title of certain existing position classifications, as described in Table 1  
5 below.

6  
7 2. Contingent on PERC approval of Item 1 above, the Board and UFF shall implement the  
8 following additional items:

9 a. The existing in-unit position classifications shall have their titles modified as  
10 specified in Table 1, and position descriptions modified as specified in Attachments A through E.

11 b. The changes described in Attachment A (Revisions to CBA Articles 8, 9, 12, 14  
12 and Appendix A) and Attachment B (new Appendix K) shall be incorporated within the  
13 Collective Bargaining Agreement between the Board and the UFF for the General Faculty  
14 bargaining unit, to address the terms and conditions of employment of persons in the new  
15 Teaching Faculty classifications as well as certain other existing non-tenure track faculty  
16 classifications.

17 c. Faculty members currently in the position classifications that are to be eliminated  
18 shall be reclassified according to the process described in Attachment C (Non-Tenure-Track  
19 Faculty Reclassification Process).

20 d. The following administrative codes shall be eliminated:

21  
22 F1 Chief/Head  
23 F2 Associate Chief/Head  
24 G4 Chief of Party  
25 H1 Department Head  
26 H2 Associate Department Head  
27 H3 Assistant Department Head  
28 Q1 Manager  
29 Q2 Executive Assistant  
30 Q3 Corporate Secretary  
31 Q4 Resident Advisor  
32 Y1 General Counsel  
33 Y2 Associate General Counsel  
34 Y3 Assistant General Counsel  
35 Z0 Chancellor  
36 Z1 Vice Chancellor  
37 Z2 Associate Vice Chancellor  
38 Z3 Assistant Vice Chancellor  
39 Z4 Executive Vice Chancellor  
40

41 e. The Board may create additional administrative codes that may be applied to  
42 faculty position classifications, only after negotiations with the UFF to determine the nature and  
43 necessity of the new administrative code and whether it will be designated within or outside the  
44 bargaining unit.

45 f. The following position classification codes, currently in the General Faculty  
46 bargaining unit, will be re-designated from Administrative and Professional (A&P) to Faculty.

- 1 9334 - Specialist, Computer Research
- 2 9433 - Specialist, Music
- 3

**Table 1 – Summary of Changes to Position Classifications**

Code	Title	Changes
9xxx	Teaching Faculty I	new
9xxx	Teaching Faculty II	new
9xxx	Teaching Faculty III	new
9xxx	Instructional Specialist I	new
9xxx	Instructional Specialist II	new
9xxx	Instructional Specialist III	new
9001	Professor	none
9002	Associate Professor	none
9003	Assistant Professor	none
9004	Instructor	eliminate
9005	Lecturer	eliminate
9006	Graduate Research Professor	eliminate
9007	Distinguished Research Professor	eliminate
9008	Regents Professor	eliminate
9009	Eminent Scholar	none
9053	University Librarian	none
9054	Associate University Librarian	none
9055	Assistant University Librarian	none
9056	Instructor Librarian	none
9115	Coordinator	eliminate

9120	Associate in Research	change title from Associate in ____
9121	Assistant in Research	change title from Assistant in ____
9126	Program Director	eliminate
9150	Curator	none
9151	Associate Curator	none
9152	Assistant Curator	none
9153	Staff Physicist	eliminate
9160	Research Faculty I	change title from Scholar/Scientist/Engineer
9161	Research Faculty II	change title from Scholar/Scientist/Engineer
9162	Research Faculty III	change title from Scholar/Scientist/Engineer
9166	Research Associate	none
9173	Counselor/Advisor	eliminate
9178	Child Care Specialist	change title from Instructional Specialist
9334	Specialist, Computer Research	recategorize from A&P to Faculty
9433	Specialist, Music	recategorize from A&P to Faculty

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11

For FSU-BOT:

For the UFF:

\_\_\_\_\_  
 Susannah C. Miller                      Date  
 Chief Negotiator  
 The Florida State University  
 Board of Trustees

\_\_\_\_\_  
 Scott Hannahs                              Date  
 Chief Negotiator  
 The United Faculty of Florida  
 Florida State University Chapter

1 **Attachment A: Revisions to CBA**

2  
3 The following revisions, indicated by strikeout (deletion) and underscore (insertion), shall be  
4 made to the Collective Bargaining Agreement. The highlighted portions are the areas currently  
5 being reviewed by the joint labor-management committee.  
6

7 **ARTICLE 8**  
8 **APPOINTMENT**  
9

10 8.3 Commitment to developing and maintaining a tenured faculty. The Board agrees that it is  
11 in the best interests of the University, the faculty, and the students to maximize the ratio of  
12 tenured and tenure-accruing E&G appointments to the number of non-tenure accruing E&G  
13 appointments, among those appointments including significant teaching responsibilities.

14 (a) The University Administration shall provide information to the UFF on the  
15 number of credit hours taught in the University, broken down by the position class code of the  
16 instructor.

17  
18 (a) Non-tenure accruing faculty position classifications shall only be used for faculty  
19 members whose duty assignments are specialized, so as to be predominantly teaching,  
20 predominantly research, or predominantly service in support of teaching or research, as specified  
21 in Article NN. Other faculty members, whose duty assignments combine a significant amount of  
22 both teaching and other scholarly activities shall be appointed in tenured or tenure-accruing  
23 classifications.  
24

25 8.4 Employment Contract.

26 ...  
27 (e) A statement that the position is (1) tenured, ~~(2) non-tenure earning, or (3) (2)~~  
28 tenure-earning (specifying prior service in another institution to be credited toward tenure), (3)  
29 continuing multi-year (CMYA, as defined in 8.6), or (4) other non-tenure-earning.

30 ...  
31 (p) The following statement, if the appointment has been approved by the faculty of  
32 an academic department/unit with a degree program for use of the honorific title containing the  
33 word "professor," as outlined by the criteria and procedures specified in Appendix K of this  
34 Agreement: "Honorific Title: (Assistant/Associate/Full) (Teaching/Research) Professor as  
35 approved by the faculty of (the department)."  
36

37 8.6 Continuing Multi-Year Appointments. A continuing multi-year appointment (CMYA) is  
38 an appointment of contingent duration, consisting of an initial multi-year fixed-term that is  
39 extendible annually.

40 (a) Continuing multi-year appointments shall only be offered to faculty members in  
41 the following position classifications:

42 (1) For the ranks of University Librarian, Teaching Faculty III, and Research  
43 Faculty III, a CMYA shall be offered with a term of three (3) years.

44 (2) For the ranks of Associate University Librarian, Teaching Faculty II, and  
45 Research Faculty II, a CMYA shall be offered with a term of two (2) years.  
46

1 (b) Annual Evaluation. Each faculty member on a continuing multi-year appointment  
2 will be evaluated annually pursuant to Article 10.

3  
4 (c) Contract Extension. Unless a CMYA faculty member receives a notice of non-  
5 reappointment or a less than satisfactory annual evaluation, he or she will receive a one-year  
6 contract extension, thereby maintaining a full three-year or two-year appointment cycle,  
7 respectively. If the faculty member has an administrative code, the extension does not  
8 necessarily extend to continuation of the administrative code. In cases of voluntary resignation,  
9 retirement, removal for just cause (as in 16.1), layoff, or non-reappointment, no contract  
10 extension will be given. Contract extensions for faculty members on Contract and Grant (“soft”)  
11 funds are contingent on the availability of Contract and Grant funds for the position.

12  
13 (d) Probation. If a CMYA faculty member receives a less than satisfactory annual  
14 evaluation as defined by the department/unit, he or she will be placed on one-year probation. No  
15 contract extension will be added to his or her appointment for the duration of the probationary  
16 period.

17 (1) The faculty member will be required, in consultation with his or her  
18 Evaluator (normally the administrator of the department/unit in which she or he is employed –  
19 See Article 10 Performance Evaluations) to draft and sign a one-year performance improvement  
20 plan (PIP) to address the deficiencies that caused the overall unsatisfactory rating and to identify  
21 specific performance targets for the following academic year. The PIP should outline the  
22 problem areas, and the actions needed to resolve the problems. It shall be specific enough that it  
23 is possible to determine objectively whether the faculty member has met the targets. The targets  
24 shall be consistent with performance expectations for other faculty members in similar  
25 classifications within the department/unit. If there are no other faculty members in similar  
26 classifications within the department/unit, the targets shall be consistent with performance  
27 expectations for other faculty members in similar classifications in a comparable  
28 department/unit. The PIP must be developed and signed prior to the start of the following  
29 semester, excluding summer. The PIP will require at least four periodic meetings between the  
30 faculty member and the Evaluator to review the faculty member’s progress. At each meeting,  
31 the faculty member shall be apprised in writing of progress toward the targets in the PIP.

32 (2) The first periodic meeting shall take place no later than three months after  
33 the issuance of the performance improvement plan. The second periodic meeting shall take place  
34 no earlier than six months after the issuance of the performance improvement plan.

35 (3) During the second and subsequent periodic meetings between the faculty  
36 member and the Evaluator, if the faculty member’s progress on the PIP is less than satisfactory,  
37 the faculty member’s contract may be curtailed in accordance with Section 8.6(f) below.  
38 However, such decision shall not be made for a Teaching Track faculty member until she or he  
39 has taught at least one complete course, for which she or he has received a teaching evaluation,  
40 since the start of the improvement plan.

41 (4) In the first succeeding annual evaluation (probation year evaluation), the  
42 faculty member’s Evaluator shall review his or her progress in successfully fulfilling the PIP. If  
43 the faculty member has met the performance targets specified in the PIP, the probation shall be  
44 lifted and a one or two-year contract extension be granted, depending on the contract type,  
45 thereby restoring the faculty member to a full two or three-year continuing contract cycle. No

1 additional penalties shall attach to the faculty member's appointment as a result of the  
2 probationary term.

3  
4 (e) Curtailment of Appointment. If the faculty member receives a less than  
5 satisfactory annual evaluation at the end of the probation year, or is found to not be making  
6 satisfactory progress on the PIP at the second or later periodic meeting according to Section  
7 18.6(d)(3) above, the appointment may be curtailed. Upon receipt by the faculty member of  
8 written notice of such curtailment, the continuing nature of the appointment ceases, and the  
9 length of the remaining contract is reduced to a time period equal to the length of notice to which  
10 the faculty member would be entitled according to Section 12.2 if they were not on a CMYA.

11  
12 (f) Faculty members on CMYA funded through contracts and grants may have their  
13 appointments curtailed should funding become unavailable. In instances where contract and  
14 grant funding becomes available again, discretion will be given to the principal investigator or  
15 other administrator with authority over the new funding source to reinstate the faculty member  
16 with the same rank and CMYA that he or she was in prior to the early curtailment. However, in  
17 instances where funding becomes available again and the faculty member is referenced by name  
18 and title in the proposal budget of the new/renewed contract or grant and the title is one that  
19 normally carries a CMYA, the faculty member will always be granted a CMYA in that rank,  
20 regardless of the time interval since the curtailment of the previous CMYA.

21  
22 (g) A CMYA may be granted to a faculty member at the time of initial appointment  
23 to a classification that carries a CMYA, subject to review and recommendation by the  
24 department/unit, the college/unit committee (if one exists), and confirmation by the Dean of the  
25 Faculties that the candidate meets eligibility requirements, with final approval by the President or  
26 designee.

27  
28 **ARTICLE 9**  
29 **ASSIGNMENT OF RESPONSIBILITIES**

30 ...  
31 9.9 Specialized Faculty. The Specialized Faculty comprises several tracks, each of which has  
32 three ranks.

- 33 (a) The Specialized Faculty tracks are as follows:  
34 (1) Teaching  
35 Teaching Faculty I (position code 91XX)  
36 Teaching Faculty II (position code 91XX)  
37 Teaching Faculty III (position code 91XX)  
38 (2) Instructional Support  
39 Instructional Specialist I (position code 91XX)  
40 Instructional Specialist II (position code 91XX)  
41 Instructional Specialist III (position code 91XX)  
42 (3) Research  
43 Research Faculty I (position code 9162)  
44 Research Faculty II (position code 9161)  
45 Research Faculty III (position code 9160)  
46 (4) Research Support

- 1 Assistant in Research (position code 9121)
- 2 Associate in Research (position code 9120)
- 3 Research Associate (position code 9166)

4

5 (b) Restrictions on Duty Assignments. The following restrictions on percent  
6 assignments of responsibility apply to positions in these tracks:

7 ((\*\*NOTE: The administration proposes to eliminate hard caps on duty assignments as proposed  
8 below and to replace them with mission-focused expectations tied to area of specialization and  
9 promotion criteria.\*\*))

10 (1) A full-time faculty member in the Teaching track shall never be assigned  
11 less than 75% teaching responsibility and never more than 5% research responsibility, averaged  
12 over any academic year, except as specified for certain administrative codes in Section 9.9(b)(6).

13 (2) A full-time faculty member in the Instructional Support track shall never  
14 be assigned less than 75% service responsibility in the area of instructional support, and never  
15 more than 5% research responsibility, averaged over any academic year, except as specified for  
16 certain administrative codes in Section 9.9(b)(6).

17 (3) A full-time faculty member in the Research track shall never be assigned  
18 less than 75% research responsibility, and never more than 5% teaching responsibility, averaged  
19 over any academic year, except as specified for certain administrative codes in Section 9.9(b)(5).

20 (4) A full-time faculty member in the Research Support track shall never be  
21 assigned less than 95% combined responsibility in research and service in support of research,  
22 and never more than 5% teaching responsibility, averaged over any academic year, except as  
23 specified for certain administrative codes in Section 9.9(b)(6), and in (5) below.

24 (5) Only under the following combination of circumstances, and for one  
25 semester per emergency situation, a faculty member in the Research track may be given a  
26 temporary teaching assignment to teach a single course:

27 a. The course is a specialized graduate level course required for  
28 degree-seeking students, that is regularly offered and is not a “special topics”, “selected topics”,  
29 or “seminar” course;

30 b. There is a bona fide emergency, in which the faculty member who  
31 is assigned to teach a course becomes incapacitated or otherwise becomes unable to teach the  
32 course, either while the course is already in progress or so near the start of the term that there are  
33 students enrolled in the course and no workable alternative way of teaching the course to those  
34 students can be found;

35 c. The faculty member is not willing to perform the teaching  
36 assignment as a dual compensation appointment under Section 8.5(c);

37 d. There is no one else who is qualified to teach the course, or for  
38 those who are qualified, they already have a maximum teaching assignment for the semester that  
39 cannot be adjusted to meet the need of teaching the course in question and they are unwilling to  
40 teach the course as overload on a dual compensation appointment.

41 (6) If a faculty member is assigned one of the in-unit administrative codes,  
42 some portion of the minimum assignment in the area of specialization required by Sections  
43 9.9(b)(1)-(4) above may be replaced by a service assignment.

44

45 (7) For part-time positions, the percentages in Sections 9.9(b)(1)-(4) above  
46 shall be pro-rated, relative to the total appointment.

1 (8) Sections 9.9(b)(1)-(4) only apply to the first 100% FTE appointment.  
2 They shall not prevent a faculty member from accepting a supplemental dual compensation  
3 appointment outside of the area of specialization.

4 (9) A faculty member in a Specialized Faculty position may not hold a  
5 concurrent split appointment between multiple tracks.

6 (10) Specialized faculty members may serve on doctoral supervisory  
7 committees in a department if they are admitted as members of the Graduate Faculty, approved  
8 by the faculty of the department for doctoral supervision, and approved by the chair of the  
9 department for service on the specific committee, They may also serve as co-director of a PhD  
10 dissertation. However, the major professor and instructor of record for dissertation hours must be  
11 a member of the tenure-track faculty (Assistant, Associate or full Professor) of the department.  
12

1  
2  
3 **ARTICLE 12**  
4 **NON-REAPPOINTMENT**  
5

6 12.1 No Property Right. No appointment shall create any right, interest, or expectancy in any  
7 other appointment beyond its specific terms, except as provided in Sections 13.2, 8.6, and Article  
8 15.  
9

10 ...

11 **ARTICLE 14**  
12 **PROMOTION**  
13

14 ...

15 14.4 Recommendations.

16 (a) Recommendations for promotion shall begin with the faculty member's  
17 supervisor and shall be submitted to the appropriate officials for review.  
18

19 (b) Prior to the consideration of the faculty member's promotion, the faculty member  
20 shall have the right to review the contents of the promotion ~~file binder~~ and may attach a brief  
21 response to any material therein. It shall be the responsibility of the faculty member to see that  
22 the ~~file binder~~ is complete at that time. The provisions of Sections 11.2 through 11.8 of this  
23 Agreement shall apply to the contents of the promotion ~~file binder~~.  
24

25 (c) The promotion binder shall be reviewed by a faculty committee, which shall make  
26 a recommendation on the promotion by secret ballot.

27 (1) Each department/unit shall have one such committee, elected by the  
28 faculty according to the process defined in the bylaws of the department/unit, which is charged  
29 with the responsibility of reviewing the records of all prospective candidates for promotion in  
30 that department/unit and recommending action on the nomination of each candidate. If a  
31 department/unit has fewer than 10 faculty members, and the bylaws of the department/unit do  
32 not provide for a faculty committee for review of promotions, the faculty of the department/unit  
33 shall be combined with similarly situated department/units determined by the President or  
34 designee to elect a joint faculty committee.

35 (2) For those department/units with tenure-track faculty members, this  
36 committee will be the promotion and tenure committee specified in Appendix I 1.3(b), and shall  
37 include a majority of tenured faculty members.

38 (3) Consistent with Article 32 Definitions and usage throughout this CBA, the  
39 term "department/unit" as used in this section applies to the college/unit for those college/units  
40 that are not organized internally into department/units.  
41

42 ...

43 14.7 Further Details. Appendices I, J, and K specify further details regarding the criteria and  
44 procedures for granting promotion, and tenure where applicable, for specific categories of faculty  
45 members.  
46

1  
2 **Attachment B: New Appendix to CBA**  
3

4 **APPENDIX K**  
5 **CRITERIA AND PROCEDURES FOR PROMOTION**  
6 **OF SPECIALIZED FACULTY**  
7

8 K.1 Scope. This Appendix is a supplement to the provisions of Article 14 Promotion,  
9 regarding the criteria and procedures for promotion within the Specialized Faculty, which are  
10 defined in Article 9.9.

11  
12 K.2 University Criteria for Promotion

13 (a) When first employed, each faculty member shall be apprised of what is expected  
14 of him or her, generally, in terms of teaching, research and other creative activities and service,  
15 and specifically if there are specific requirements and/or other duties involved. If and when  
16 these expectations change during the period of service of a faculty member, that faculty member  
17 shall be apprised of the change.

18  
19 (b) Promotion

20 (\*\*NOTE: The administration proposes to allow for administrative duties to count toward  
21 promotion among the Specialized Faculty ranks so long as those duties are not the sole  
22 consideration for promotion.)

23 (1) Promotion to the second rank in each track shall be based on recognition  
24 of demonstrated effectiveness in the areas of assigned duties, other than administration.

25 (2) Promotion to the third rank in each track shall be based on recognition of  
26 superior performance in the areas of assigned duties, other than administration.

27 (3) Promotion decisions shall take into account the following:

28 a. annual evaluations

29 b. annual assignments

30 c. fulfillment of the department/unit written promotion criteria in  
31 relation to the assignment

32 d. for the Teaching Faculty track:

33 1. evidence of well-planned and delivered courses

34 2. summaries of data from Student Perceptions of Teaching

35 (SPOT) questionnaires

36 3. letters from faculty members who have conducted peer  
37 evaluations of the candidate's teaching

38 3. ability to teach multiple courses within a discipline/major

39 4. other teaching-related activities, such as instructional

40 innovation, involvement in curriculum development, authorship of educational materials, and  
41 participation in professional organizations related to the area of instruction

42 e. for the Instructional Support track:

43 1. evidence of contributions in support of instruction, as  
44 attested to by internal letters from faculty members at FSU

45 2. other instructional support activities, as described in

46 K.2(b)(3)d4

1 f. for Research Faculty track:  
2 1. scholarly or creative accomplishments of high quality,  
3 appropriate to the field, in the form of books and peer-reviewed scholarly publications  
4 2. success in obtaining external funding, as principal  
5 investigator or co-principal investigator on grants  
6 3. recognized standing in the discipline and profession, as  
7 attested to by letters from outstanding scholars outside the university  
8 4. other research-related activities, such as those described in  
9 10.3(b)

10 f. for Research Support Faculty  
11 1. evidence of contributions to support of research, as attested  
12 to by internal letters from collaborators at FSU  
13 2. other research-related activities, such as those described in  
14 10.3(b) and in K.2(b)(3)f

15 g. evidence of sustained effectiveness relative to opportunity and  
16 according to assignment

17 (4) A faculty member shall not be promoted solely on the basis of an  
18 administrative assignment.

19 (5) Although the period of time in a given rank is normally five years,  
20 demonstrated merit, not years of service, shall be the guiding factor. Promotion shall not be  
21 automatic, nor may it be regarded as guaranteed upon completion of a given term of service.  
22 Early promotion is possible where there is sufficient justification.

23 (6) Specialized faculty members who have been assigned an administrative  
24 code shall be subject to the normal promotion criteria and procedures for the applicable rank.  
25 They may not substitute performance of their administrative duties for qualifications in teaching or  
26 research. The duty assignments of such employees shall accord them an opportunity to meet the  
27 criteria for promotion; however, the number of years it takes a faculty member to meet the  
28 criteria in teaching or research and scholarly accomplishments may be lengthened by reduced  
29 duty assignments in those areas; the number of years over which such accomplishments are  
30 spread shall not be held against the faculty member when the promotion case is evaluated.

### 31 K.3 Promotion Procedures

32 (a) All departments/units must have written promotion criteria and procedures for all  
33 applicable Specialized Faculty available in the department/unit, posted on a single publicly  
34 accessible University Web site, and on file in the Office of the Dean of the Faculties. All  
35 procedures culminate in submission of recommendations via the Office of the Dean of the  
36 Faculties to the President for formal approval. All actions are effective at the same time as  
37 tenure track faculty promotions, which is the beginning of the next academic year.  
38

39 (b) Recommendations for promotion of members of the Specialized Faculty proceed,  
40 as for all other members of the faculty, according to the process specified in Article 14. The  
41 following additional provisions apply.  
42

43 (c) Each department is to consider all faculty members who are eligible for  
44 promotion each year. For each eligible candidate, the department chair shall consult with the  
45 candidate to determine whether she or he desires to proceed to the preparation of a promotion  
46

1 binder. If the faculty member so desires, the chair and the faculty member will prepare a  
2 promotion binder as described in (j) below.

3  
4 (d) The promotion committee of the department/unit (see Section 14.6) shall be  
5 charged with the responsibility of reviewing the binders of all prospective candidates for  
6 promotion in that department annually, and recommending action on the nomination of each  
7 candidate.

8  
9 (e) The department chair (or equivalent administrator if the department/unit is not a  
10 department) shall be charged with the responsibility of independently reviewing the binders of  
11 all prospective candidates in that department and recommending action on the nomination of  
12 each candidate.

13  
14 (f) Once the departmental committee has reviewed a binder, no material may be  
15 added to or deleted from it except under the conditions specified in Articles 14 and 15 of this  
16 Agreement. This means that after the binder leaves the first-level committee it is complete and  
17 no materials can be added to it under normal circumstances, except that the Dean may place a  
18 letter of evaluation on the record of achievement as reflected in the binder. The chair shall  
19 submit the binders of all candidates, except those withdrawn by a candidate, to the dean with a  
20 report of departmental committee recommendations taken via a secret ballot and the chair's  
21 recommendations on all submitted binders of all candidates.

22  
23 (g) The applicable director, dean, or vice president considers these recommendations  
24 as well as independently reviews each candidate's record and then submits his or her advice  
25 regarding whether the candidate meets the appropriate promotion criteria to the President or  
26 designee via the Office of the Dean of the Faculties. The bylaws of a college/unit may also  
27 institute a faculty committee to review all Specialized Faculty promotions within the  
28 college/unit.

29  
30 (h) The Office of the Dean of the Faculties confirms that the candidate meets the  
31 eligibility requirements, and then forwards the recommendation to the President or designee for  
32 final approval.

33  
34 (i) The recommendation of the applicable review committees and those of the  
35 department/unit chair and dean are only to convey to the President their recommendation as to  
36 whether the candidate meets the written criteria for promotion, based on their independent  
37 evaluations of the promotion files.

38  
39 (j) All recommendations (to approve or deny) by the dean, or equivalent  
40 administrator, and all applicable review committees, are forwarded to the President or designee  
41 for final action via the Office of the Dean of the Faculties Office unless the candidate withdraws  
42 his or her file from consideration within five working days of being informed of the results of the  
43 consideration at a given level.

44  
45 (k) Each faculty member shall be informed of his or her prospective candidacy, have  
46 an opportunity to assist in preparing the binder and add any relevant information prior to review

1 by the departmental committee, and be informed in writing of the results of the recommendations  
2 at each level of review.

3  
4 (i) Promotion Binder.

5 (1) The promotion binder shall include: professional vita; assigned duties,  
6 annual evaluations, chair/supervisor's annual letters of appraisal of progress toward promotion,  
7 and letters of recommendation, and may include evidence of the other considerations specified in  
8 Section K.2(b)(3).

9 (2) For all faculty members with teaching assignments, the binder shall  
10 include a list of courses taught since appointment to the rank from which being considered for  
11 promotion, with the percentage of effort assigned, enrollment, and grade distribution for each  
12 course. A summary of the results of the polls of student perceptions of teaching shall also be  
13 included for each course.

14 (3) For faculty members in the Teaching track, the binder must also include  
15 two or three letters from faculty members, besides the department/unit chair, who have  
16 conducted a peer evaluation of the candidate's teaching.

17 (4) For faculty members in the Instructional Support track, the binder shall  
18 include two or three letters from faculty members, besides the department/unit chair, who have  
19 reviewed the faculty member's service in support of instruction, and teaching if applicable.

20 (5) For faculty members in the Research track, the binder shall include:  
21 a. Three letters of recommendation from tenured faculty members of  
22 higher rank outside the University that attest to the quality of the candidate's research and/or  
23 other creative activities and her/his recognition in the field.

24 b. Descriptions of the contracts and grants for which the candidate  
25 has served as Principal Investigator (PI) or co-PI since the last promotion or initial appointment,  
26 as appropriate, including: the title of the project; the funding agency; the list of PI and co-PIs;  
27 any other institutions involved; the FSU share and amount of the funding.

28 (6) For faculty members in the Research Support track, the binders shall  
29 include two or three letters from faculty members, besides the department/unit chair, who have  
30 reviewed the faculty member's service in support of research. If the duty assignments over the  
31 period since last promotion included a research component, the binder shall also include  
32 evidence of the quality of the research.

33 (6) A complete description of materials to be included in the promotion binder  
34 shall be provided in an annual memorandum from the Dean of the Faculties.

35 (7) Appropriate materials may be selected or abstracted from the faculty  
36 member's one evaluation file for inclusion in the promotion binder, as long as the affected  
37 faculty member is informed of the selection. Any evaluation of a faculty member placed in the  
38 promotion binder shall become a part of the faculty member's one evaluation file.

39  
40 K.4 Working Titles. (might consider alternative location for this section)

41 (a) Members of the Specialized Faculty may be assigned a specific working title  
42 according to Table K.4 Working Titles, by the dean of the college or comparable unit in which  
43 they are employed.

<b>Table K.4 Working Titles</b>		
<b>Position Code</b>	<b>Position Title</b>	<b>Working Title</b>
91XX	Teaching Faculty I	Assistant Lecturer, Assistant Teaching Faculty, Instructor, Legal Writing Instructor
91XX	Teaching Faculty II	Associate Lecturer, Associate Teaching Faculty, Instructor II, Legal Writing Instructor II
91XX	Teaching Faculty III	Senior Lecturer, Senior Teaching Faculty, Instructor III, Legal Writing Instructor III
9XXX	Instructional Specialist I	Instructional Designer I, Training Specialist I, Legal Writing Assistant
9XXX	Instructional Specialist II	Instructional Designer II, Training Specialist II, Legal Writing Associate
9XXX	Instructional Specialist III	Instructional Designer I, Training Specialist I, Legal Writing Specialist
9162	Research Faculty I	Assistant Scholar Assistant Scientist Assistant Engineer
9161	Research Faculty II	Associate Scholar Associate Scientist Associate Engineer
9160	Research Faculty III	Senior Scholar Senior Scientist Senior Engineer Staff Physicist
9121	Assistant in Research	Laboratory Technician
9120	Associate in Research	
9166	Research Associate	

1  
2 (b) Deans may approve additional working titles, provided they do not contain the  
3 word “professor”, with consent of the faculty member.

4  
5 K.5 Honoric Working Titles. In addition, members of the Teaching and Research tracks  
6 may be granted an honorific working title containing the word “professor,” as specified in Table  
7 K.4.2 Honoric Working Titles, under the following conditions.  
8  
9

<b>Table K.5 Honorific Working Titles</b>		
<b>Position Code</b>	<b>Position Title</b>	<b>Working Title</b>
91XX	Teaching Faculty I	Assistant Teaching Professor
91XX	Teaching Faculty II	Associate Teaching Professor
91XX	Teaching Faculty III	Teaching Professor
9162	Research Faculty I	Assistant Research Professor
9161	Research Faculty II	Associate Research Professor
9160	Research Faculty III	Research Professor

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38

(1) Such a title may only be granted with the recommendation of a majority vote of the tenured faculty of an academic department/unit offering a degree program, in recognition of scholarly accomplishments within the granting department/unit’s academic field.

(2) The criteria and procedures for awarding such an honorific working title shall be the same as for promotion or initial appointment to the corresponding tenure-track rank, except:

a. The department/unit and college/unit that evaluates the nomination and recommends the granting of the title may be different from those in which the faculty member is employed, if the faculty member is employed in a non-academic unit.

b. The expectations in research, teaching, and service shall be scaled proportionally to the assignment of duties.

(3) The faculty member may use the honorific working title in place of the name of the faculty member’s position classification for the following purposes: correspondence, publications, business cards, web pages, and applications for contracts and grants. The University may use this title in Bulletins, University directory listings, and other publications. The entire phrase, including the modifiers “teaching” or “research”, must be used.

(4) Notwithstanding any of the above, wherever the terms “professor,” “associate professor,” and “assistant professor” appear without a modifier in this contract and in all University documents, they shall apply only to the tenured and tenure-earning position classifications (9001 Professor, 9002 Associate Professor, 9003 Assistant Professor, and 9009 Eminent Scholar). Examples of published University documents for the purpose of this provision include, but are not limited to: the University Constitution, Faculty Senate Bylaws and other Faculty Senate documents; the Faculty Handbook; college and department bylaws; University rules and policy memoranda; University reports to external agencies.

**Attachment C: RECLASSIFICATION PROCESS**

**Initial Placement Process**

Initial placement of a non-tenure track faculty member into a new specialized faculty classification depends on the classification in which the faculty member currently resides and whether the faculty member’s focus is mainly in teaching, research, or other activities.

Specialized Faculty will be reclassified in accordance with Tables 1-3 below.

<b>Table 1 – Primarily Teaching Responsibility</b>	
<b>Current Job Classifications</b>	<b>New Job Classifications</b>
Assistant In (9121)	Teaching Faculty I
Associate In (9120)	Teaching Faculty II
Research Associate (9166)	Teaching Faculty III
Distinguished Professor (9007)	Not used, to be eliminated.
Lecturer (9005)	Teaching Faculty I, II, or III
Regents Professor (9008)	Not used, to be eliminated
Instructor (9004)	Teaching Faculty I

<b>Table 2 – Primarily Research Responsibility</b>	
<b>Current Job Classifications</b>	<b>New Job Classifications</b>
Assistant Scholar/Scientist/Engineer (9162)	Research Faculty I
Associate Scholar/Scientist/Engineer (9161)	Research Faculty II
Scholar/Scientist/Engineer (9160)	Research Faculty III
Computer Research Specialist (9334)	Becomes a faculty classification.
Assistant In (9121)	Assist In Research, or Research Faculty I, or an appropriate A&P classification
Associate In (9120)	Assoc In Research, Research Faculty II, or an appropriate A&P classification
Research Associate (9166)	Research Associate or Research Faculty III, or an appropriate A&P classification
Graduate Research Professor (9006)	Not used. To be eliminated.
Staff Physicist (9153)	No change to existing employees in this class, but it will not be used for any new employees.

<b>Table 3 – Other Distributions of Responsibility</b>	
<b>Current Job Classifications</b>	<b>New Job Classifications</b>
Assistant in (9212)	Instructional Specialist I, or non-faculty classification*
Associate In (9120)	Instructional Specialist II, or non-faculty classification*
Research Associate (9166)	Instructional Specialist III, or non-faculty classification*
Eminent Scholar (9009)	Eminent Scholar (9009)
Associate Librarian (9054)	Associate Librarian (9054)
Assistant Librarian (9055)	Assistant Librarian (9055)
Instructor Librarian (9056)	Instructor Librarian (9056)
Coordinator (9115)	A&P Position
Program Director (9126)	To be eliminated. Administrative code “Program Director” may be applied with another faculty classification.
Curator (9150)	Curator (9150)
Associate Curator (9151)	Associate Curator (9151)
Assistant Curator (9152)	Assistant Curator (9152)
Counselor/Advisor (9173)	To be eliminated. No one is currently in this position.
Instructional Specialist (9178)	Change title to Child Care Specialist.
Legal Writing Assistant (9186)	No change.
Faculty Administrator (9199)	No change.
Music Specialist (9433)	No change. Classification becomes a faculty classification.
Notes: * Instructional Specialist classifications are only for faculty members without classroom teaching responsibility, who have primary responsibility in the area of instructional support, curriculum development, or educational technology.	

- 1  
2 These tables will be utilized by department chairs and supervisors in determining the initial  
3 placement of faculty members. If the duties of a faculty member do not fit any of the new  
4 Specialized Faculty classifications or the existing classifications, the supervisor must consult

1 with the Human Resources Department to determine appropriate placement of the faculty  
2 member.

3  
4 Reclassifications are subject to the restrictions on duty assignments specified in Attachment A  
5 under Article 9 and Appendix K. These restrictions depend on the classification and the  
6 administrative code.

7  
8 Because the nature of the work conducted by NTTF has not been restricted by job classification  
9 in the past, deans may approve a transition plan to fit the duty assignment to the restrictions of  
10 the new classification, where necessary. Circumstances requiring a transition period of longer  
11 than one calendar year must be approved by the Dean of the Faculties.

12  
13 Department chairs and supervisors will review the University and department placement criteria  
14 with each faculty member, and allow the faculty member the opportunity to discuss any concerns  
15 prior to implementation. Faculty members will be given the opportunity to appeal their  
16 placements in accordance with the appeal process for this project, which is documented in the  
17 attached chart entitled "Specialized Faculty Placement & Appeal Process."

18  
19 (\*\*NOTE: The administration proposes to add a "Grandfathering" provision such as the  
20 following:))

21  
22 As of (date), current faculty members may elect to remain in their current position classifications  
23 rather than be reclassified according to these provisions. However, those faculty members who  
24 choose this option are not eligible for promotion or CMYA's, if applicable, unless they undergo  
25 reclassification to the new Specialized Faculty classifications. Once a faculty member who  
26 elects this option vacates the position, the position will be reclassified to a Specialized Faculty  
27 position prior to being filled.

28  
29 Department chairs and supervisors will be required to document the placement process of each  
30 faculty member into a new specialized faculty classification on the "Faculty Title Change Action  
31 Form," Attachment D. Upon completion of the form, it shall be forwarded to the Human  
32 Resources office within the Office of the Dean of the Faculties, and the reclassification of the  
33 faculty member shall be entered into the OMNI system by designated HR staff. If the faculty  
34 member has elected to appeal the initial placement, the resolution of the appeal shall proceed in  
35 parallel.

### 36 37 **Continuing Multi-Year Appointments (CMYA)**

38  
39 The placement process will not immediately guarantee a CMYA. Initially, rank and CMYAs  
40 will be decoupled. A faculty member who is reclassified from a position that does not carry a  
41 CMYA into a position that carries a CMYA will not have gone through the promotion process  
42 for the new classification. Such a person will not be awarded a CMYA until she or he  
43 demonstrates that she or he meets the criteria normally required for promotion into the new  
44 classification by following the normal promotion procedure for promotion to the new  
45 classification. Upon successful completion of this quasi-promotion process, the faculty member  
46 will be awarded a CMYA; however, no increase in salary will be awarded for this

1 accomplishment. Faculty members who fail to receive approval for multi-year employment  
2 contracts may apply for reconsideration every year. In the future, faculty members will not be  
3 promoted to applicable classifications without a corresponding CMYA.  
4

### 5 **Communication Plan**

6

7 Once this plan is approved by the University President and the UFF President, Human Resources  
8 staff shall conduct training specific to placement of impacted faculty members for department  
9 chairs and key administrative staff prior to the beginning of the placement process. This  
10 document, along with others established in the collective bargaining process regarding the  
11 provisions for Specialized Faculty, will be utilized in the training.  
12

13 A period of at least three months will be allowed, from the date of approval of these documents  
14 by both parties to implementation, for faculty members and administrators to review and become  
15 familiar with their provisions.  
16

### 17 **Post-Implementation**

18

19 Once the implementation process has begun, the following classifications will no longer be  
20 available for new hires, promotions, or reclassifications:  
21

- 22 • Assistant In \_\_\_(other than Research)
- 23 • Associate In \_\_\_(other than Research)
- 24 • 9005 Lecturer
- 25 • 9006 Graduate Research Professor
- 26 • 9007 Distinguished Professor
- 27 • 9008 Regents Professor
- 28 • 9115 Coordinator
- 29 • 9116 Program Director
- 30 • 9121 Assistant In \_\_\_(other than Assistant in Research)
- 31 • 9120 Associate In \_\_\_(other than Associate in Research)
- 32 • 9153 Staff Physicist
- 33 • 9178 Counselor/Advisor  
34

35 Therefore, any advertising requests for vacancies for any of the above will be rejected by Human  
36 Resources. In determining the type of position to be filled, departments must consider the  
37 provisions outlined in the new policies for Specialized Faculty positions.  
38

### 39 **Transition to Tenure-Track Positions**

40

41 As part of the transition process described here, it is permissible for a non-tenure-track or  
42 Specialized faculty member to be reclassified into a tenure-earning position. There will be no  
43 credit toward tenure for reclassifications of this nature. However, should a department follow an  
44 open competitive national search process for filling a tenure-earning position and a specialized  
45 faculty member is selected utilizing that process, he or she may be granted time toward tenure.  
46

1  
2 **Attachment D: Faculty Title Change Action**  
3

4 Name: Joe Faculty Supervisor: Helen Chair  
5 Employee I.D.: 000001111 Department: English  
6 Position Number: 55555 College: Arts and Sciences  
7  
8

	Present Position	Proposed Position
Job Code	9121	9xxx
Classification	Assistant In	Teaching Faculty I
Working Title		Assistant Teaching Professor

9  
10

I have reviewed the University and department placement criteria for the Specialized Faculty track in relation to this faculty member's qualifications. The proposed position classification is in alignment with these criteria.

---

Department Chair/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

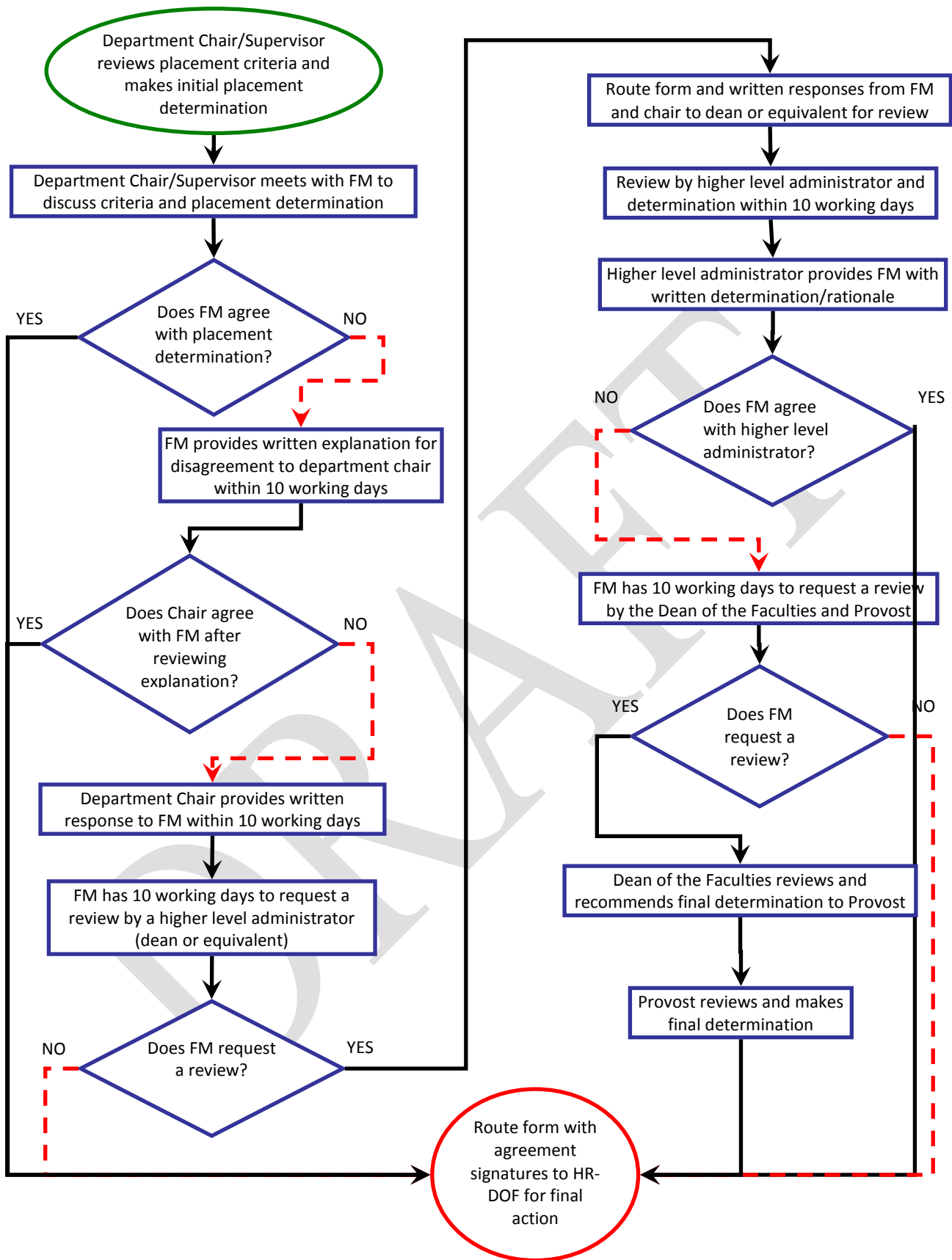
11  
12  
13 Faculty Member: (check one)

- 14  
15  I have reviewed the University and department placement criteria and had the opportunity  
16 to discuss any concerns with my department chair/supervisor and I agree with the  
17 proposed position classification.  
18  
19  I have reviewed the University and department placement criteria and had the opportunity  
20 to discuss any concerns with my department chair/supervisor and I disagree with the  
21 proposed position classification. I have been advised of the appropriate next steps for a  
22 higher-level review.  
23  
24

25 \_\_\_\_\_  
26 Faculty Member Signature Date

27  
28  
29 Please route completed form to: The Office of the Dean of the Faculties  
30 314 Westcott Building  
31 Mail Code: 1480  
32

# Specialized Faculty Placement & Appeal Process



1  
2

1  
2

## Attachment E: Revised and New Classification Specifications

### 3 9XXX – Teaching Faculty I

**Pay Plan:** FAC  
**EEO Code:** 2 Faculty  
**This position is** FLSA EXEMPT  
**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the Dean of the Faculties office at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for teaching and related activities. May be responsible for some academic advising and related activities. Normally assigned a teaching load of at least 75% in Assignments of Responsibilities. Not normally assigned research responsibilities.

**Please Note:** Examples listed are not an all inclusive list of duties and tasks.

**Minimum Qualifications:** Academic doctorate or highest level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in teaching. Must meet university criteria for appointment to the rank of Teaching Faculty I. Additional education and experience as required by position.

**Other Specific Requirements:** Police Background Check: Not Required  
Pre/Post Offer Physical: Not Required  
Child Care Security Check: Not Required  
Financial Disclosure: Not Required  
Confidentiality Statement: Not Required  
Finger Printing: Not Required

4

1 **9XXX – Teaching Faculty II**

**Pay Plan:** FAC

**EEO Code:** 2 Faculty

**This position is** FLSA EXEMPT

**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the Dean of the Faculties office at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for teaching and related activities. May be responsible for some academic advising and related activities. Normally assigned a teaching load of at least 75% in Assignments of Responsibilities. Not normally assigned research responsibilities.

**Please Note:** Examples listed are not an all inclusive list of duties and tasks.

**Minimum Qualifications:** Academic doctorate or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in teaching. Must meet university criteria for promotion to the rank of Teaching Faculty II. Additional education and experience as required by position.

**Other Specific Requirements:**

Police Background Check:	Not Required
Pre/Post Offer Physical:	Not Required
Child Care Security Check:	Not Required
Financial Disclosure:	Not Required
Confidentiality Statement:	Not Required
Finger Printing:	Not Required

2  
3  
4  
5  
6

1 **9XXX – Teaching Faculty III**

**Pay Plan:** FAC  
**EEO Code:** 2 Faculty  
**This position is** FLSA EXEMPT  
**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the Dean of the Faculties office at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for teaching and related activities. May be responsible for some academic advising and related activities. Normally assigned a teaching load of at least 75% in Assignments of Responsibilities. Not normally assigned research responsibilities.

**Please Note:** Examples listed are not an all inclusive list of duties and tasks.

**Minimum Qualifications:** Academic doctorate or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in teaching. Must meet university criteria for promotion to the rank of Teaching Faculty III. Additional education and experience as required by position.

**Other Specific Requirements:** Police Background Check: Not Required  
Pre/Post Offer Physical: Not Required  
Child Care Security Check: Not Required  
Financial Disclosure: Not Required  
Confidentiality Statement: Not Required  
Finger Printing: Not Required

2  
3  
4  
5

1 **9XXX – Research Faculty I**

**Pay Plan:** FAC  
**EEO Code:** 2 Faculty  
**This position is** FLSA EXEMPT  
**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the Dean of the Faculties office at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for research and related activities. May be principal investigator or assigned other related duties. Normally assigned a research load of at least 95% in Assignments of Responsibilities. Not normally assigned teaching responsibilities.

**Please Note:** Examples listed are not an all inclusive list of duties and tasks.

**Minimum Qualifications:** Academic doctorate or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in research. Normally will have produced creative work, professional writing or research in refereed and other professional journals. Must meet university criteria for appointment to the rank of Research Faculty I. Additional education and experience as required by position.

**Other Specific Requirements:** Police Background Check: Not Required  
Pre/Post Offer Physical: Not Required  
Child Care Security Check: Not Required  
Financial Disclosure: Not Required  
Confidentiality Statement: Not Required  
Finger Printing: Not Required

2  
3  
4  
5

1 **9XXX – Research Faculty II**

**Pay Plan:** FAC  
**EEO Code:** 2 Faculty  
**This position is** FLSA EXEMPT  
**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the Dean of the Faculties office at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for research and related activities. May be principal investigator or assigned other related duties. Normally assigned a research load of at least 95% in Assignments of Responsibilities. Not normally assigned teaching responsibilities.

**Please Note:** Examples listed are not an all inclusive list of duties and tasks.

**Minimum Qualifications:** Academic doctorate or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in research. Normally will have produced creative work, professional writing or research in refereed and other professional journals. Must meet university criteria for promotion to the rank of Research Faculty II. Additional education and experience as required by position.

**Other Specific Requirements:** Police Background Check: Not Required  
Pre/Post Offer Physical: Not Required  
Child Care Security Check: Not Required  
Financial Disclosure: Not Required  
Confidentiality Statement: Not Required  
Finger Printing: Not Required

1 **9XXX – Research Faculty III**

**Pay Plan:** FAC

**EEO Code:** 2 Faculty

**This position is** FLSA EXEMPT

**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the Dean of the Faculties office at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for research and related activities. May be principal investigator or assigned other related duties. Normally assigned a research load of at least 95% in Assignments of Responsibilities. Not normally assigned teaching responsibilities.

**Please Note:** Examples listed are not an all inclusive list of duties and tasks.

**Minimum Qualifications:** Academic doctorate or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties, with a demonstrated record of achievement in research. Normally will have produced creative work, professional writing or research in refereed and other professional journals. Must meet university criteria for promotion to the rank of Research Faculty III. Additional education and experience as required by position.

**Other Specific Requirements:** Police Background Check: Not Required  
Pre/Post Offer Physical: Not Required  
Child Care Security Check: Not Required  
Financial Disclosure: Not Required  
Confidentiality Statement: Not Required  
Finger Printing: Not Required

1

## 2 9XXX – Instructional Specialist I

**Pay Plan:** FAC

**EEO Code:** 2 Faculty

**This position is** FLSA EXEMPT

**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the Dean of the Faculties office at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for instructional support and related activities. Shall never be assigned less than 75% service responsibility in the area of instructional support. Not normally assigned teaching or research responsibilities.

**Please Note:** Examples listed are not an all inclusive list of duties and tasks.

**Minimum Qualifications:** Academic master’s degree or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties. Must meet university criteria for appointment to the rank of Instructional Specialist I. Additional education and experience as required by position.

**Other Specific Requirements:**

Police Background Check:	Not Required
Pre/Post Offer Physical:	Not Required
Child Care Security Check:	Not Required
Financial Disclosure:	Not Required
Confidentiality Statement:	Not Required
Finger Printing:	Not Required

3

1

2 **9XXX – Instructional Specialist II**

**Pay Plan:** FAC  
**EEO Code:** 2 Faculty  
**This position is** FLSA EXEMPT  
**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the Dean of the Faculties office at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for instructional support and related activities. Shall never be assigned less than 75% service responsibility in the area of instructional support. Not normally assigned teaching or research responsibilities.

**Please Note:** Examples listed are not an all inclusive list of duties and tasks.

**Minimum Qualifications:** Academic master’s degree or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties. Must meet university criteria for promotion to the rank of Instructional Specialist II. Additional education and experience as required by position.

**Other Specific Requirements:** Police Background Check: Not Required  
 Pre/Post Offer Physical: Not Required  
 Child Care Security Check: Not Required  
 Financial Disclosure: Not Required  
 Confidentiality Statement: Not Required  
 Finger Printing: Not Required

3

1

2 **9XXX – Instructional Specialist III**

**Pay Plan:** FAC  
**EEO Code:** 2 Faculty  
**This position is** FLSA EXEMPT  
**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the Dean of the Faculties office at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for instructional support and related activities. Shall never be assigned less than 75% service responsibility in the area of instructional support. Not normally assigned teaching or research responsibilities.

**Please Note:** Examples listed are not an all inclusive list of duties and tasks.

**Minimum Qualifications:** Academic master’s degree or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties. Must meet university criteria for promotion to the rank of Instructional Specialist III. Additional education and experience as required by position.

**Other Specific Requirements:** Police Background Check: Not Required  
 Pre/Post Offer Physical: Not Required  
 Child Care Security Check: Not Required  
 Financial Disclosure: Not Required  
 Confidentiality Statement: Not Required  
 Finger Printing: Not Required

3

1

2 **9121 - Assistant In Research**

**Pay Plan:** FAC  
**EEO Code:** 2 Faculty  
**This position is** FLSA EXEMPT  
**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the Dean of the Faculties office at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for research support and related activities. Shall never be assigned less than 75% service responsibility in the area of research support. Not normally assigned teaching responsibilities.

**Please Note:** Examples listed are not an all inclusive list of duties and tasks.

**Minimum Qualifications:** Academic master's degree or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties. Must meet university criteria for appointment to the rank of Assistant In Research. Additional education and experience as required by position.

**Other Specific Requirements:** Police Background Check: Not Required  
Pre/Post Offer Physical: Not Required  
Child Care Security Check: Not Required  
Financial Disclosure: Not Required  
Confidentiality Statement: Not Required  
Finger Printing: Not Required

3

1

2 **9120 - Associate In Research**

**Pay Plan:** FAC  
**EEO Code:** 2 Faculty  
**This position is** FLSA EXEMPT  
**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the Dean of the Faculties office at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of the university. Responsible for research support and related activities. Shall never be assigned less than 75% service responsibility in the area of research support. Not normally assigned teaching responsibilities.

**Please Note:** Examples listed are not an all inclusive list of duties and tasks.

**Minimum Qualifications:** Academic master’s degree or highest-level terminal degree from an accredited institution in an appropriate field of specialization or equivalent qualifications based on professional experience and otherwise qualified to perform assigned duties. Must meet university criteria for appointment to the rank of Associate In Research. Additional education and experience as required by position.

**Other Specific Requirements:**

Police Background Check:	Not Required
Pre/Post Offer Physical:	Not Required
Child Care Security Check:	Not Required
Financial Disclosure:	Not Required
Confidentiality Statement:	Not Required
Finger Printing:	Not Required

3

4

1 **9166 - Research Associate**

**Pay Plan:** FAC  
**EEO Code:** 2 Faculty  
**This position is** FLSA EXEMPT  
**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the Dean of the Faculties office at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of a State university. Responsible for defining problem areas within the functional area to which assigned. Outlines research programs and projects, analyzes statistical and other data, and provides appropriate recommendations to address and eliminate problem areas. May be assigned teaching duties.

**Please Note:** Examples listed are not an all inclusive list of duties and tasks.

**Minimum Qualifications:** Master's degree from an accredited institution with demonstrated record of academic research achievement, or professional qualifications in the field of specialization above those which would be equivalent to the highest degree. Must meet university criteria for appointment to the rank of Research Associate. Additional education and experience as required by position.

**Other Specific Requirements:**

Police Background Check:	Not Required
Pre/Post Offer Physical:	Not Required
Child Care Security Check:	Not Required
Financial Disclosure:	Not Required
Confidentiality Statement:	Not Required
Finger Printing:	Not Required

# 1 9334 - Computer Research Specialist

**Pay Plan:** Faculty

**EEO Code:** 2 Faculty

**This position is** FLSA EXEMPT

**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the Dean of the Faculties office at 644-6876.

**Description:** Responsible for coordinating the planning and design of computer-based information systems to support original and independent research projects and programs. May be responsible for directing and coordinating technical staff performing programming or analytic work related to such projects. Maintains knowledge and overview expertise on current industry software to support research requirements.

**Please Note:** Examples listed are not an all inclusive list of duties and tasks.

**Education Experience:** Bachelor's degree and two years of experience or a combination of post high school education and appropriate experience equal to six years. Additional education and experience as required by position.

**Other Specific Requirements:**

Police Background Check:	Not Required
Pre/Post Offer Physical:	Not Required
Child Care Security Check:	Not Required
Financial Disclosure:	Not Required
Confidentiality Statement:	Not Required
Finger Printing:	Not Required

2

3

# 1 9433 - Music Specialist

**Pay Plan:** Faculty

**EEO Code:** 2 Faculty

**This position is** FLSA EXEMPT

**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the Dean of the Faculties office at 644-6876.

**Description:** Responsible for coordinating the music needs of faculty and/or choreographers and preparing materials related to musical needs of classes in choir, orchestra, band, and/or dance. Assists University faculty, staff, and students in ensemble sessions and repertory classes. Supervises musicians in ensemble sessions. Accompanies technique classes by selecting, reading, improvising and composing appropriate music and performing it in such a way that it supports and enhances the areas of dance, choir, orchestra, and/or band. Composes music for faculty and student choreographers. Provides musical resources for performance as required; provides musical resources for departmental audition sessions as required; provides musical resources for touring performance groups as required.

**Please Note:** Examples listed are not an all inclusive list of duties and tasks.

**Education Experience:** Bachelor's degree and two years of experience or a combination of post high school education and appropriate experience equal to six years. Additional education and experience as required by position.

**Other Specific Requirements:**

Police Background Check:	Not Required
Pre/Post Offer Physical:	Not Required
Child Care Security Check:	Not Required
Financial Disclosure:	Not Required
Confidentiality Statement:	Not Required
Finger Printing:	Not Required

2

1

## 2 **9178 – Childcare Instructional Specialist**

**Pay Plan:** FAC

**EEO Code:** 3 Professional

**This position is** FLSA EXEMPT

**CBU Code:** 20E Fac/A&P Eligible to Participate (In-Unit)

**Please Note:** Certain job titles may be considered out-of-unit based upon their administrative code or department/unit of employment. For specific inclusions and exclusions please see the administrative code specifications found at the following pages:

- [Faculty Appointment Information](#)
- [Faculty Admin Codes](#)

For additional assistance with determining whether specific positions are in-unit, contact the Dean of the Faculties office at 644-6876.

**Description:** Responsible to a Chair or other appropriate administrator of a State university. Develops and conducts classroom instruction, seminars, and workshops, and organizes field trips in assigned subject area related to child care. Determines priorities for the establishment of special educational programs. Maintains appropriate records and evaluations related to the participation, performance, and accomplishments of students and adults enrolled in a program. Participates in workshops, conferences, and seminars. Makes presentations to various groups on appropriate subject matter. Develops curricula for teachers and other community groups. Responsible for developing and maintaining informational resources in the community. May serve on appropriate policy and advisory committees.

**Please Note:** Examples listed are not an all inclusive list of duties and tasks.

**Minimum Qualifications:** Bachelor's degree from an accredited institution in an appropriate area of specialization. Must meet university criteria for appointment to the rank of Instructional Specialist. Additional education and experience as required by position.

<b>Other Specific Requirements:</b>	Police Background Check:	Not Required
	Pre/Post Offer Physical:	Not Required
	Child Care Security Check:	Not Required
	Financial Disclosure:	Not Required
	Confidentiality Statement:	Not Required
	Finger Printing:	Not Required

DRAFT